



Parental Prior Written Notice

Dear: _____

Date: _____

Child's Name: _____

The Infant Learning Program is required by law to provide you with written prior notice of certain actions regarding your child's referral or enrollment within a reasonable time.

This letter is to provide notice of the following: (check all that apply)

- ☐ Evaluation/assessment of your child
- ☐ Your child **is/is not** (*Circle one*) eligible for enrollment in ILP
- ☐ A meeting to develop/review/revise your child's Individualized Family Service Plan (IFSP)
- ☐ Transition planning conference (90-day meeting) for your child.
- ☐ Other: (describe): _____

This action is proposed based on _____

Meeting Date/Time _____ Location: _____

Provider name/phone number: _____

You have the right to reschedule this appointment. Please contact me if you wish to change the appointment or have any questions regarding this notice. You also have the right to request mediation and/or an impartial due process hearing should you disagree with the above proposed action(s). If you have concerns or comments about this notice you may contact the state ILP Office at 877-477-3659 or 907-269-8442.

Sincerely, _____
(Name/Title)

+++++

This Parental Prior Written Notice was:

____ Given in person (date) _____

____ Mailed on (date) _____

Parent Option: I agree to waive prior notice and proceed with the above activities today.

____ Parent(s) Initials

Date: _____

Prior Written Notice

Prior Written Notice is the notice your family must be given within a reasonable time before an Infant Learning provider starts, refuses or changes services for your child. At the time you receive *Prior Written Notice* you should also be informed of your rights and what to do if you disagree with a decision. One of your family's basic rights is to have appointments on a date, time and location which make it possible for you to attend.

Your family must receive Prior Written Notice and to be informed of your rights are in the following situations:

- **When screening results show that further evaluation of your child is not necessary at this time.** *Prior Written Notice* is not necessary during public child find events. However, if your child has been specifically referred to the Early Intervention provider, and the provider determines that an evaluation is not necessary, your family must be given *Prior Written Notice* of this decision and informed of your rights.
- **An evaluation of your child has been scheduled.** Before a comprehensive multidisciplinary evaluation of your child takes place, your family must be given *Prior Written Notice* and informed of your rights.
- **Your child is not eligible for the Infant Learning Program (ILP).** If your child has been referred to Infant Learning Program and is not eligible, you must be told in writing, receive *Prior Written Notice* and be informed of your rights. Additionally, if your child is determined to be no longer eligible for ILP, you must receive *Prior Written Notice* and informed of your rights.
- **Your child is eligible for the Infant Learning Program (ILP).** If your child is eligible for Infant Learning program you must be notified in writing, given *Prior Written Notice* and informed of your rights. This notice may include notice of a meeting to develop your child's Individual Family Service Plan (IFSP).
- **When a meeting to develop/change/review your Individualized Family Service Plan (IFSP) has been scheduled.** When an IFSP meeting takes place you must be given *Prior Written Notice* and informed of your rights. Changes made to services in an IFSP meeting include changes to the frequency, location or type of services your child receives. If you are present at the IFSP meeting and sign the IFSP you are giving consent to initiate or change a service and *Prior Written Notice* is not required for the those services to begin.
- **A transition planning conference (90 day meeting) has been scheduled.** When a meeting is held to plan for what will happen when you child reaches his/her third birthday you must be given *Prior Written Notice* and informed of your rights.

These rights are outlined in:

Individuals with Disabilities Education Act (IDEA):

Federal Regulations Section 303.403 Prior Notice, Native Language

(a) General. Written prior notice must be given to the parents of a child eligible under this part a reasonable time before a public agency or service provider proposes, or refuses, to initiate or change, the identification, evaluation, or placement of the child, or the provision of appropriate early intervention services to the child and child's family.

(c) (1) The notice must be (i) written in language understandable to the general public; and (ii) Provided in the native language of the parents, unless it is clearly not feasible to do so.

Section 303.342 Procedures for IFSP development, review and evaluation

(d) (2) Meeting arrangements must be made with, and written notice provided to, the family and other participants early enough before the meeting date to ensure that they will be able to attend.